



Metropolitan Detention Center
Los Angeles, California

Number: LOS 5267.06A
Date: 10/17/03
Subject: Visiting
Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE AND SCOPE:** To provide local procedures and guidelines for inmate visitation at the Metropolitan Detention Center, Los Angeles, California.
2. **DIRECTIVES AFFECTED:**
 - a. **Directives Referenced:**
 - PS 5267.07, Visiting Regulations, dated (4/14/03)
 - PS 1315.07, Inmate Legal Activities, dated (11/5/00)
 - PS 4500.04, Trust Fund/Warehouse/Laundry Manual, dated (12/15/95)
 - PS 5100.07, Security Designation & Custody Classification Manual, dated (2/17/00)
 - PS 5270.07, Inmate Discipline and Special Housing Units, dated (12/29/87)
 - PS 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates, dated (3/06/98)
 - PS 5521.05, Searches of Housing Units, Inmates and Inmate Work Areas, dated (6/30/97)
 - PS 7331.03, Pre-Trial Inmates, dated (11/22/94)
 - b. **Directives Rescinded:**
 - LOS 5267.06, Visiting Regulations, dated (6/13/02)
3. **STANDARDS REFERENCED:** Standards for Adult Detention Facilities (3rd Edition): 3-ALDF-3D-17, 3-ALDF-4A-01, 3, ALDF-5D-10, 3-ALDF-5D-11, 3-ALDF-5D12, 3-ALDF-5D-15, 3-ALDF 5D-16.
4. **IMPLEMENTATION:**
 - a. **Visiting Area:** All regular visits not requiring special security measures will be conducted in the institution visiting room. Separate rooms within the visiting area are provided for legal visits. These rooms will not be utilized for social visiting unless approved in advance by the Associate Warden of Custody. All visits for inmates assigned to the Special Housing Unit will follow the procedures outlined in section "o".

Visitors and inmates will not be allowed to use restroom facilities during social visitation. Visitors and/or inmates requesting to depart the visiting room for this purpose will not be re-admitted. Restroom facilities are available in the front lobby for use by approved visitors prior to their entrance into the visiting room. **All inmates will be identified by picture card prior to their visitor's departure from the visiting room.**

b. Visiting Hours: Social visitation hours are as follows:

Sunday	-	8:00 A.M. until 9:00 P.M.
Monday	-	12:00 P.M. until 9:00 P.M.
Tuesday	-	12:00 P.M. until 9:00 P.M.
Wednesday	-	12:00 P.M. until 9:00 P.M.
Thursday	-	Inter-floor Visitation Only 6:00 P.M. until 8:00 P.M.
Friday	-	4:30 P.M. until 9:00 P.M. **Cadre Only**
Saturday	-	8:00 A.M. until 9:00 P.M.
Holidays	-	8:00 A.M. until 9:00 P.M.

Processing visitors will commence 30 minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period. Visiting hours for legal visits are permitted daily from 8:00 A.M. until 9:00 P.M.

c. Frequency of Visits & Number of Visitors: Inmates will be allowed social visits on an odd/even basis determined by the fifth digit of the inmate's register number. A yearly visiting schedule will be available to visitors in the front lobby and will also be posted on the unit bulletin boards. Visitors may only visit with one inmate. Exceptions can be made when an inmate has an immediate family member(s) who are also incarcerated. The Unit Team is responsible for verifying this relationship and will make arrangements for family members to visit on the same day. Inmates will be allowed to visit for a period of one hour. The hour will begin when the inmate arrives in the visiting room. Inmates will be permitted to visit with a maximum of three visitors. Immediate family members confined at the institution will be allowed a maximum of three visitors at one time. Visitors will not be permitted to exchange places (alternate) with another visitor outside the visiting room.

d. Visitor Approval: All visitors must be approved in advance by the Unit Managers. Inmates will submit their request for visitors on the Visiting List Request Form provided by your Unit Team. After approval by the respective Unit Manager, the list of approved visitors will be loaded into the visiting computer program by a member of the Unit Team. A copy of the approved list is maintained in the inmate file.

(1) Work Cadre Inmates: Inmates designated to the work cadre unit are permitted to visit with members of their immediate family, other relatives, as well as friends and associates. They are permitted a maximum of ten visitors on the visiting list. Each prospective visitor will be required to complete a Visitor Information form (BP-629) authorizing a criminal background check. Each family member is required to provide proof of relationship prior to being placed on the approved visiting list.

(2) Pre-Trial and Holdover Inmates: Pre-trial and holdover inmates are only permitted visitation with immediate family members. Each prospective visitor will be required to submit a Visitor Information form (BP-629). A non-immediate family member can be approved for a one-time special visit when it is verified that an inmate has no immediate family members capable of visiting and has not received a visit for a minimum period of six months. Any non-immediate family member must be approved by the Associate Warden of Programs and Custody.

(3) Immediate Family Members: These persons include mother, father, step-parents, foster parents, brothers and sisters, children, and a legally married husband or wife. Common law relationships are not recognized under California law. As such, common law spouses are not considered immediate family members at MDCLA.

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- e. Visitor Identification: Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member who is at least 18 years of age, must have the written consent of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

All visitors age 18 and over will be required to provide picture identification before being allowed to enter the visiting room.

All social visitors will be processed through the metal detector and have their hand stamped. Visitors must complete and sign the Notification to Visitor form (BP-224) and sign the appropriate log book.

- f. Attorney/Legal Visits: Attorneys who present a valid state bar identification card and photo identification will be permitted to visit. All attorneys will be processed through the metal detector and have their hand stamped. Attorneys must complete and sign the Notification to Visitor form and sign the appropriate log book.

Attorney's assistants, law clerks, investigators, paralegal's, or interpreters will not be permitted to visit until the attorney whom they assist receives prior approval from the Warden's Office. Each attorney's representative must complete an Application to Enter Institution as Representative (BP-243) prior to receiving approval. Individuals who are acting as an attorney's representative, who had a previous social relationship with an inmate, will only be permitted to visit the inmate with the attorney present and only during the inmate's regular social visiting hours. The attorney may conduct only one such visit at a time.

All of the attorney's legal material and briefcase will be searched. Handbags, newspapers, magazines, portable phones, food items, and non-legal materials are not allowed in the visiting room and will be stored. Pagers will be permitted after a thorough inspection. Tape players and a computer are available for attorney use in the visiting room. Video tapes are permitted, but must be viewed only in the visiting room and returned to the attorney or paralegal after viewing.

Attorneys may visit with as many clients as they require, however, legal visits are limited to one inmate at a time. Joint defense counsel meetings (visits between verified co-defendants and their legal counsel) may only occur upon written consent of the Unit Team, Captain, and approved by the AWP and AWC.

Foreign Attorneys who are not licensed in a state or jurisdiction of the United States must provide verification of their status as a licensed attorney in good standing in a foreign jurisdiction. This is handled by contacting their respective Consulate Office, which will provide official documentation to the United States Government. The Consulate Office can directly fax the verification to the Warden's Office. Once the status of the foreign attorney has been confirmed before the initial visit, they will be processed as legal visitors for future visiting and an approval memorandum will be placed in the front lobby.

All attorneys may fax call-out requests directly into the front lobby indicating when they would like to see an inmate. This privilege is exclusively for attorneys and requests should be received in the front lobby at least two hours in advance of visit. Call-out requests should include the inmate's name, register number, time of visit, and name and phone number. These requests must come directly from the attorney and must bear the attorney's signature. Every effort will be made to accommodate the request. The attorney must arrive in the lobby to be processed at least fifteen minutes before the proposed visit. If an attorney is unable to keep an appointment, the front lobby must be notified. Staff will disregard call-out requests if this privilege is abused.

- g. Official Visitors: United States Attorneys, law enforcement agents, military personnel conducting investigations, U.S. Court officials, U.S. Probation Officers, consular representatives, and staff from the Federal Public Defenders office will be permitted to visit upon presentation of appropriate identification. These individuals will not be required to pass through the metal detector or be hand stamped. They will be required to sign the appropriate log books. Any questions regarding the above officials will be directed to the

Captain during normal duty hours, and the Duty Officer or Operations Lieutenant after normal duty hours.

Law enforcement officials are not permitted to interview inmates in the visiting room, however, they may be permitted to enter the visiting room to serve an inmate with court documents. Law enforcement officials wishing to interview an inmate must make an appointment through Associate Warden's Secretary prior to entering the institution.

h. Non-Social Special Visits:

Individuals requiring to visit inmates detained at MDCLA must receive advanced written approval from the appropriate (department head) prior to entering the institution. These individuals include, but are not limited to: court appointed psychologist, medical personnel, clergy, educational and religious volunteers, and representatives of the media. All such visits must be reviewed by the Captain and approved by the AWC.

- i. Inter-floor Visitation: Inmates are permitted the opportunity to visit with members of their immediate family who are also incarcerated at the facility. The inmate must submit a request for an inter-floor visit to the unit team. After the unit team verifies the relationship, a memorandum approved by the AWP and AWC authorizing the visit will be forwarded to the visiting room. All inter-floor visits will be conducted on Thursdays.
- j. Official Counts: Visitors will not be allowed to exit the visiting room during official counts. Inmates notified of a visit one-half hour prior to an official count will be placed on the out-count. After this period, the front lobby will notify the Unit Officer that an inmate's visit will commence upon completion of the count. Visitors will immediately depart the visiting room after completion of their visit. **All official counts in the visiting room will be picture card counts.**
- k. Visit Termination: The Duty Officer or Operations Lieutenant may terminate a visit that is disruptive to the overall security or good order of the institution. This may involve conduct initiated by the inmate and/or a visitor(s). The right to receive future visits may be

denied or restricted as part of any administrative action following the incident.

1. Visitor Personal Property: Lockers are available in the front lobby for the storing of any personal articles not allowed in the visiting room. The visitors will be required to place all packages and handbags in these lockers. The only exception will be infant care items to include: one pacifier, one diaper, one plastic bottle with contents, and one blanket. No infant toys of any kind are allowed in the visiting room.

Visitors are required to dress appropriately. This suggests clothing that is appropriate for a correctional setting or court room. Visitors will not be allowed to wear shorts of any type, sweat pants or sweat shirts, sun dresses, halter tops, bathing suits, see through garments of any type, crop tops, low cut blouses or dresses, leotards, mini skirts, backless tops, hats, caps or scarfs, and any sleeveless garment. No jackets or outer garments other than suit jackets will be permitted. Clothing that is questionable in regards to taste will be brought to the attention of the Operations Lieutenant.

Children under 5 years of age are permitted to wear shorts, sweat pants or sweat shirts.

- m. Inmate Personal Property: Inmates will not be permitted to receive any item(s) from a visitor. They are only authorized to take into the visiting room one wedding band, one religious medal, and one pair of eye glasses. Institution jelly shoes must be worn for all visits unless the inmate has a soft-shoe permit. Blue slip-on tennis shoes are the only authorized soft-shoe. All inmates will be pat searched prior to visiting, and strip searched before departing the visiting room. This will be documented on the visiting room inmate shakedown log.
- n. Inmate Visitor Contact: Inmates are permitted to shake hands, embrace, and exchange a kiss at the beginning and the end of a visit. Physical contact beyond this point is not tolerated and is considered grounds for termination of the visit. Unacceptable behavior may result in disciplinary action. The inmate is responsible for ensuring that his/her visitors conduct themselves within the established guidelines.

- o. Special Housing Unit Inmates: Inmates with special security needs that prohibit visits in the visiting room will visit in the Special Housing Unit. An approved list of inmates identified to have their visits in SHU will be forwarded from the Captain or SHU Lieutenant to the Special Housing Unit and Lieutenant's office. Only these inmates will be allowed to visit in the Special Housing Unit.

The visit will be conducted in the SHU visiting area. Children under 18 are prohibited from visiting in SHU. Normally, only one visit will be conducted at any time. The Captain may approve simultaneous visits under unusual circumstances. Visitors and inmates must be under direct supervision from staff. Inmates will be visually searched and metal detection scanned, upon completion of the visit.

- p. Inmate Separatees: Inmates and their separatees, and families of separated inmates will not be placed in the visiting room at the same time. Visitation for inmates with separation assignments will be processed on a first come first served basis. The remaining visitors will be processed as soon as the visiting room officer notifies the front lobby that the inmate and his/her visitors have departed.

- q. Inmates Under Medical or Psychological Care: Inmates under strict medical or psychological care and inmates who are being physically restrained or in dry cell status will not normally be permitted to visit. The Duty Officer or Operations Lieutenant should carefully and sensitively explain the situation to the proposed visitor without disclosing non-public information. Circumstances may exist in which the Duty Officer and Operations Lieutenant, in conjunction with the medical or psychology department, may determine that a visit can take place. The appropriate location of the visit will be determined by the consulting individuals. Cadre inmates admitted to local hospitals for medical treatment will not be allowed social visits unless authorized by the Warden. Pre-trial and holdover inmates admitted to local hospitals will not be allowed social visits unless authorized by the U.S. Marshals Service. In instances where authorization has been granted, visitors will visit in accordance with the medical facility's schedule. Visitors will be limited to immediate family.

- r. Loss of Visiting Privileges: Upon a finding of guilty by the DHO for any positive urinalysis test which indicates drug use or a drug related offense (Codes 109/110), the inmate may have social visitation privileges suspended for 12 months.

A second offense may result in suspension of social visiting privileges for one year. A third violation may result in the indefinite suspension of social visiting privileges.

- ____s. Overcrowding: In the event that the visiting room becomes overcrowded, the Operations Lieutenant maintains the authority to adjust visitation times to accommodate all visitors. During off-duty hours, the Institution Duty Officer is to be notified.

5. RESPONSIBILITY. The Captain is responsible for the development and implementation of this program.

6. OPERATIONAL REVIEW. Correctional Services Department

Approval by:

/s/

Michael L. Benov,
Warden